DOCUMENT RESUME

ED 065 057 HE 003 189

TITLE	Research Fellowships Program of the National Center for Health Services Research and Development. Policies and Guidelines for Applicants.
INSTITUTION	Health Services and Mental Health Administration (DHEW), Bethesda, Md.
PUB DATE	1 Jul 70
NOTE	10p.
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	*Educational Research; *Higher Education; Operations Research; *Researchers; *Research Opportunities; *Scientific Research; Statistical Analysis; Systems Analysis

ABSTRACT

The National Center for Health Services Research and Development supports individual research training in an institutional setting for the development of competence in research techniques relevant to the organization, delivery, quality, financing, utilization, and evaluation of health delivery systems. The evolution of health services science draws on the knowledge and skills of a variety of existing disciplines that can provide an appropriate background for training programs. These may include social and behavioral science; health education; biostatistics, systems analysis and operations research; engineering; computer science; and public administration and management. This document presents information concerning the programs including eligibility requirement, application procedures, and support of participants. (Author/HS)

ED 050027

RESEARCH FELLOWSHIPS PROGRAM of the National Center for Health Services Research and Development

Policies and Guidelines for Applicants

JULY 1, 1970

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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U. S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Public Health Service
Health Services and Mental Health Administration

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IMPORTANT NOTICE

DISCRIMINATION PROHIBITED--Title VI of the Civil Rights Act of 1964 states: "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance."

AFFIRMATIVE ACTION PLAN - The Health Services and Mental Health Administration has pledged support to a positive policy of Equal Employment Opportunity. As a constituent agency of HSMHA, the National Center for Health Services Research and Development is also determined to take affirmative action in assuring equality of opportunity in its own programs. To assist the Center in the implementation of this hallmark policy of equal opportunity, we urge the active participation of all applicants and grantees in the effort to provide maximum opportunity for utilization of available existing and potential human talent regardless of sex, age, race, color, creed, or national origin.

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AVAILABILITY AND PURPOSE

The National Center for Health Services Research and Development supports individual research training in an institutional setting for the development of competence in research techniques relevant to the organization, delivery, quality, financing, utilization, and evaluation of health delivery systems.

The evolution of health services science draws on the knowledge and skills of a variety of existing disciplines which can provide an appropriate background for training programs. These may include Social and Behavioral Science (psychology, sociology, anthropology, political science, epidemiology, economics, law, history); Health Education; Biostatistics, Systems Analysis and Operations Research; Engineering (related to health services); Computer Science (scientific information and communication systems); Public Administration and Management.

Four types of postbaccalaureate research fellowships are awarded for the purpose of training students: the *Master's* research fellowship, the *Predoctoral* research fellowship, the *Postdoctoral* research fellowship, and the *Special* research fellowship. Fellowships are not awarded for study leading to the M.D., D.D.S., D.O., D.V.M., or other applied science degrees.

ELIGIBILITY REQUIREMENTS

Applicants for a fellowship must be citizens or non-citizen nationals, or permanent residents of the United States. Non-citizen nationals are generally persons born in lands which are not States, but which are under U.S. sovereignty, jurisdiction, or administration (e.g., American Samoa). A permanent resident is a person who has a permanent visa in his possession. The possession of a permanent visa indicates one's intention of becoming a U.S. citizen. Cuban refugees are exempt from the U.S. citizenship requirement.

Applicants must also meet the following requirements that are applicable to the type of fellowship for which they are applying:

Master's and Predoctoral fellowships—Applicants must have received, as of the beginning date of the proposed fellowship a baccalaureate degree. Prior to formal application an applicant must arrange for admission to an appropriate graduate degree-granting institution and arrangement of a training program by a Sponsor who will supervise his training and research. However, a college senior may apply without having been formally accepted by a graduate school or a sponsor. Such applications are acceptable only for the January 2 or April 1 deadline periods. In such cases, the Facilities and Commitment Statement (Form PHS 416-2 contained in the application kit)

may be signed and submitted by the Chairman of the Department, Dean of the Graduate School, or another responsible institutional official, with an indication of tentative acceptance. In no case will the disposition of an application be announced until the National Center for Health Services Research and Development has been notified that the applicant has been formally admitted to the graduate school and has identified the Sponsor who will be guiding his research and training. The person designated as Sponsor will be required to sign the Facilities and Commitment Statement and be so designated on a revised face page to the application. *Master's and Predoctoral applicants may not be sponsored by foreign institutions.*

Postdoctoral fellowship—Applicants must have received as of the beginning date of their fellowships, a Ph.D., M.D., D.D.S., D.O., D.V.M., Sc.D., Ed.D., D.Eng., J.D., D.P.H., D.N.Sc. or equivalent domestic or foreign degree. Prior to formal application an applicant must arrange for admission to an appropriate institution and acceptance by a Sponsor who will supervise his training and research. Postdoctoral fellows may be sponsored by a domestic or foreign private-nonprofit, or governmental, institution that has the staff and facilities suitable to provide the proposed research training. An applicant proposing study at an institution outside the United States must present a detailed justification of the unique aspects of the research facilities in terms of research goals and must give reasons why the training is of such a nature and caliber that it cannot be obtained in the United States. In addition, details should be included on the Sponsor's background, research interests, and facilities.

Special fellowship—As of the beginning date of their fellowships, applicants must:

(1) have a doctorate or equivalent degree and at least 3 subsequent years of relevant research or professional experience; or

(2) have completed residency requirements in a medical specialty; or

(3) have otherwise demonstrated to the National Center for Health Services Research and Development sufficient competence in their field to pursue the proposed training program (for example, 5 years of relevant on-the-job experience.)

Prior to formal application, a special fellowship applicant must arrange for admission to an appropriate institution and for acceptance by a Sponsor who will supervise his training and research. Special fellows may be sponsored by a domestic or foreign private-nonprofit, or governmental, institution that has the staff and facilities suitable to provide the proposed research training. An applicant proposing study at an institution outside the United States must satisfy the same requirements as those for a postdoctoral applicant.

Only one fellowship application may be pending with the Public Health Service at any one time.

DOCUMENTS TO BE SUBMITTED

An applicant must submit an application (Form PHS 416-1) and, in most cases, copies of undergraduate and graduate course transcripts. In addition, he must arrange for submission of supporting documents on his behalf (references, statement from his Sponsor, etc.). Instructions for filing are contained in the application kit.

APPLICATION MATERIAL

The National Center provides guidance by staff *prior* to the receipt of the application. Requests for application forms should be sent to:

Department of Health, Education and Welfare
Public Health Service
Health Services and Mental Health Administration
National Center for Health Services Research and Development
Office of Research Training
Rockville, Maryland 20852

Completed applications should be returned to the Career Development Review Branch, Division of Research Grants, National Institutes of Health, Bethesda, Maryland 20014.

DEADLINES FOR RECEIPT OF APPLICATION

Applications Received By	Results Announced the Following	For Training Beginning
January 2	June	September
April 1	October	January
October 1	February	June

Applications arriving too late for one review are considered at the following review. Applicants are encouraged to apply well in advance of the review period.

ANNUAL STIPENDS

Master's and Predoctoral–Stipend levels for master's and predoctoral Fellows are:

	Months of Relevant Full-time Professional Work Experience
$3000	Less than 12 months
3300	12-23 months
3600	24-35 months
3900	36-47 months
4200	48 or more months

Each single full time academic year of graduate experience, as defined by the institution, beyond the baccalaureate level, shall equal 12 months of related professional work experience for stipend level purposes. Individuals who have been awarded a master's degree prior to entering the training for which support is being sought and in a field relevant to the professional training to be undertaken may receive an additional $500. The maximum stipend is therefore $4,700.

Postdoctoral–The stipend level for postdoctoral fellows is determined by the number of years of relevant postdoctoral experience at the time of the award. Research experience (including industrial), teaching, internship, residency, etc. may be considered relevant experience. Yearly (12-month) stipend levels are:

$6000 - No relevant postdoctoral experience
6500 - One year of relevant postdoctoral experience
7000 - Two or more years of relevant postdoctoral experience

Special–Stipends for special fellowships are determined on an individual basis at the time of award and are based upon, but less than, the latest salaried income.

ALLOWANCES

Dependency Allowance–The dependency allowance for each eligible dependent of master's, predoctoral and postdoctoral fellows is $600 per year (12 months). No separate allowance is provided for dependents of special fellows.

Travel Allowance–Domestic travel allowances for travel from the Fellow's residence to the training institution will generally not be provided. However, in cases of extreme need, the individual Fellow may receive a one-way travel allowance at a rate not to exceed 8¢ per air mile.

Fellows affiliated with foreign sponsoring institutions will receive travel allowances only when U.S. Flag carriers are used for: (1) departure from or entry into the U.S. and for (2) any other portion of the trip where U.S. carriers are available. Prior approval for the use of other transportation must be obtained from the National Center for Health Services Research and Development.

Tuition, Fees and Supply Allowance

Master's and Predoctoral Fellows–An annual allowance of $2500 is provided to the sponsoring institution in lieu of tuition, all other required fees, and the supply allowance.

Postdoctoral and Special Fellows–Upon request of the Sponsor, funds will be provided to cover actual costs of tuition and appropriate fees and $1,000 per annum to a non-Federal sponsoring institution to help defray such expenses as research supplies, equipment and/or travel to domestic scientific meetings. An allowance up to $500 per annum is available to a Fellow sponsored by a laboratory of the Federal government for travel and other expenses involved in domestic scientific meetings.

TENURE

Master's and Predoctoral applicants should request support for the duration of the studies leading to their graduate degree, based on a 12-month period rather than the academic year. It is not essential that a fellow take course work continuously to receive a stipend, but he must be in residence in the institution and have an approved program of study by his Sponsor. The latter is particularly true during the dissertation phase of the program.

Postdoctoral and Special applicants may request support for one, two, or three years depending upon individual needs.

Although a fellowship is awarded for only a 12-month period, continued support for the additional recommended years is usually assured provided satisfactory progress is being made, training continues to be directed toward a career in health services research, and funds are available. Continuation forms for support beyond the initial year are automatically mailed to the Fellow approximately three months prior to the termination of the current year of support.

SELECTION OF AWARDEES

Applicants compete on a national basis and are evaluated on their potential for research and their career commitment to health services research as evidenced by their academic records, references, previous research experience, publications, proposal for research training, and other relevant information.

Applications are reviewed initially by a review committee composed of non-Federal consultants drawn from appropriate scientific fields in the academic community, who evaluate the scientific merit of the proposed training situation, i.e., the applicant, the sponsor, the research proposal, and

the training institution. The recommendations of the review committee are utilized by the National Center for Health Services Research and Development as the primary criteria in the final selection of awardees. Program interest and the availability of funds are also considered in the final award process.

NOTIFICATION OF FINAL ACTION

An applicant is notified of final action on his application by a letter from the National Center for Health Services Research and Development.

ACTIVATION DATE

An awardee may activate his fellowship at any time during the 12-month period following the date of the Award Notice.

CONDITIONS OF AWARD

Fellowships are awarded for full-time research training. However, it is recognized that there is a close interrelationship between teaching and research in the academic environment and fellows are permitted, with the approval of the Sponsor, to undertake teaching that can contribute meaningfully to their academic training. Any teaching undertaken by a Fellow should not require more than 10 per cent of his time during the year nor exceed four hours per week. The teaching experience must be approved in writing by the Sponsor (countersigned by the appropriate institution official) and be relevant to the research training.

A fellowship may not be retained concurrently with another award (fellowship, assistantship, scholarship, or similar award) which provides a stipend or otherwise duplicates its provisions. However, a Fellow may receive concurrent educational remuneration from the Veterans Administration and may accept loans from the Federal Government.

Fellows are not entitled to prolonged vacations, although those at academic institutions may take the holidays occurring at Christmas, Easter, etc. and the short periods between semesters or quarters; the time between the summer session and a fall semester is considered an active part of the training period. Those at non-academic institutions, such as a postdoctoral or special Fellow, are entitled to the normal holiday and vacation periods of the institution.

All fellowship awards are made subject to the provisions in the Research Fellowships Program Administrative Guide that is mailed to successful applicants. Failure on the part of a Fellow to observe these provisions may constitute sufficient grounds for revocation of his award.

A Fellow who must interrupt his training activities may be allowed leave without pay up to 12-months as long as the reason for interruption is consistent with his program objectives, and only with the prior approval of the National Center for Health Services Research and Development.

TAXABILITY OF STIPENDS

Determination of the Federal tax status of an individual receiving compensation in any form from an NCHSRD award is the responsibility of the Internal Revenue Service. However, fellowship stipends for degree candidates are not subject to such taxation. States and municipalities have varying laws on this subject. An important element in determining taxability is that a fellowship is regarded as an educational benefit and does not require the performance of services for the National Center for Health Services Research and Development. No deductions are made from stipends for any purpose such as income tax and social security.

MILITARY SERVICE

The National Center for Health Services Research and Development will not intercede on behalf of an individual in relation to his compulsory military service, but it will provide, upon request, a statement verifying the period of an award. If a Fellow enters into the active military service of the U.S., he must terminate his fellowship.

U. S. GOVERNMENT PRINTING OFFICE : 1970 O - 406-983